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ABSTRACT

This publication is a curriculum guide for postsecondary office occupations education programs in Louisiana. The guide details courses to be taken in order for a student to major in the accounting, secretarial, or typist-clerk curriculum areas. Each of these three curriculum areas contains minimum requirements, exit points, hourly schedules, and individual course descriptions for all courses suggested or required. For each of the 30 course descriptions, prerequisites, objectives, and content are outlined. Topics covered in the courses include accounting, business correspondence, business English, business law, business machines, business mathematics, civil service training, payroll, cost accounting, government accounting, income tax, information processing, introduction to business machine transcription, office procedures, personal development, records management, shorthand, typing, vocabulary, and word processing. The guide also contains a list of suggested textbooks for the courses. (KC)

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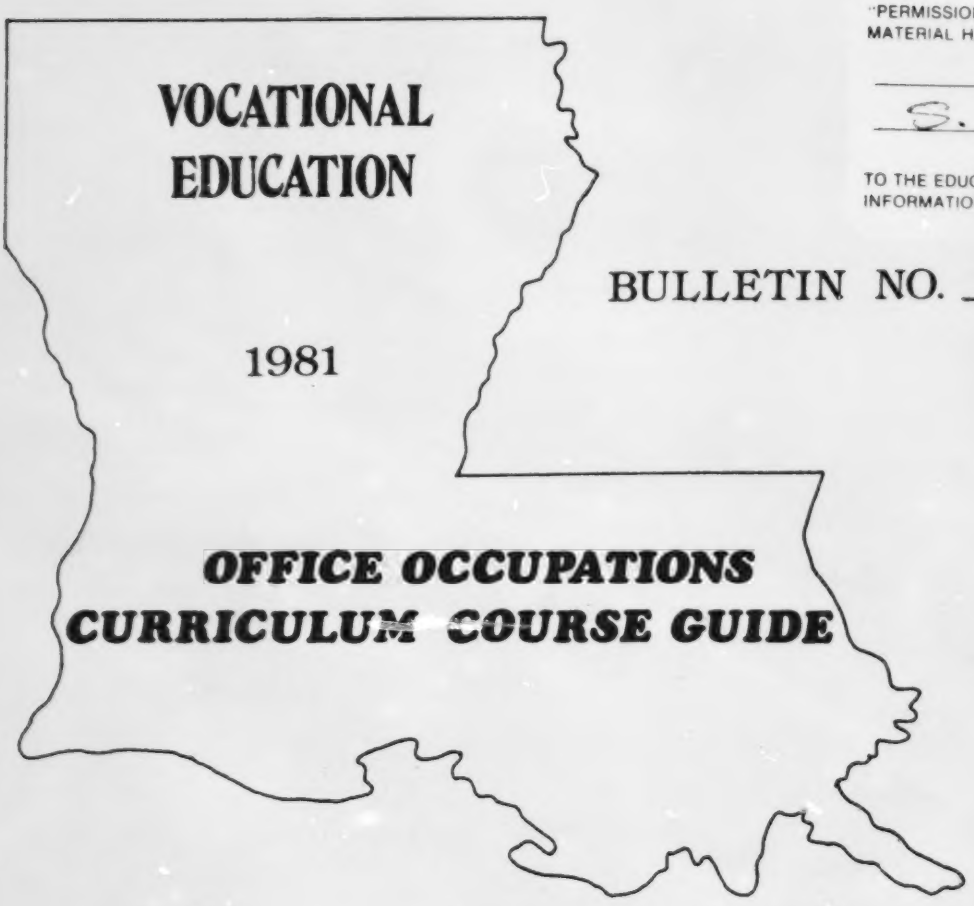

OFFICE OCCUPATIONS CURRICULUM COURSE GUIDE

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Issued By
Louisiana State Department of Education

J. KELLY NIX
State Superintendent

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STATE OF LOUISIANA

DEPARTMENT OF EDUCATION

BULLETIN NO. 1665

OFFICE OCCUPATIONS CURRICULUM COURSE GUIDE
Postsecondary

1981

Issued by

Office of Vocational Education

N. J. Stafford, Jr., Ed.D.
Assistant Superintendent

J. KELLY NIX
State Superintendent

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FOREWORD

This project was initiated in a continued effort to provide a current and relevant curriculum guide in the Office Occupations Departments in the Louisiana Vocational-Technical Schools. It represents the concerted efforts of a selected statewide committee to revise and update the minimum requirements of the office occupations course offerings.

We believe that this revised curriculum guide will make a major contribution to the improvement of instruction in the office occupations programs in the postsecondary vocational-technical schools of Louisiana. This is another step toward achieving the goals of this administration.

J. KELLY NIX
State Superintendent of Education

ACKNOWLEDGMENTS

This publication represents the cooperative efforts of personnel in the vocational-technical schools and Trade and Industrial Section in the Office of Vocational Education, Louisiana State Department of Education. Special recognition goes to Phyllis M. Williams, Supervisor of Office Occupations, State Department of Education, who served as project director and to W. Merrill Cummings, Jr., Curriculum Specialist, Vocational Curriculum Development and Research Center, who served as project coordinator in the development of this guide. Special commendation goes also to members of the writing team who worked diligently to make this publication a reality.

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STATEMENT OF PURPOSE

This study is a continuing effort to provide curriculum guides that will enable the smallest vocational-technical school to offer the basic office occupation courses and at the same time allow the larger schools to expand their programs, thus meeting the occupational needs of all areas. Each school must plan and implement its own office occupations program that will best meet the needs of students at that school. It is not intended that all schools must offer all courses—only those that the staff of the individual schools can implement.

Minimum Requirements. Minimum requirements are stated for each course outline. Individual schools are encouraged to add requirements as needed to meet the needs of that school.

Exit Points. The basic study areas—accounting, secretarial, typist/clerk—are divided into three course outlines to allow exit points (completion points) for students and to give schools a standard to issue certificates of completion. Example: Accounting—Accounting Clerk II.

Hours. An hourly schedule is provided to give the average or approximate amount of time required to complete individual courses based on a 1 1/2 hour class period, 5 days a week, for 9, 12 or 18 weeks. Time assignments are: 68 hours, 9 weeks; 90 hours, 12 weeks; and 135 hours, 18 weeks. These time periods are only estimates as students progress at individual rates.

Course Descriptions. Individual course descriptions are divided into study levels to indicate areas of training. These levels do not indicate degrees of difficulty. Where training materials do not correspond exactly with course descriptions, schools will present study areas that will meet minimum requirements. Unless indicated, all levels must be completed to receive credit for that course. Example: Accounting I, Levels I and II should be completed to receive credit in Accounting I; Machine Transcription, only the Level indicated for that training area.

STATEMENT OF PURPOSE (Continued)

Supplementary Courses. All courses offered by an individual school are supplementary courses when not listed as minimum requirements for that particular training area. Examples: Cost Accounting, Civil Service Training, Income Tax Procedures.

ACCOUNTING

The accounting curriculum is designed to prepare the student for general office work emphasizing accounting and the operation of machines, which are encountered in the business world.

Students following the accounting curriculum are trained for jobs such as the following: bookkeeper, clerk, account clerk, payroll clerk, posting clerk, general ledger bookkeeper, bookkeeping machine operator, adding machine operator, accounts receivable clerk, accounts payable clerk, inventory clerk, bank teller, and audit clerk.

The required courses and the approximate hours recommended for curriculum follow.

(Unless specified, all subject levels are required.)

Accounting Clerk I
(Approximate Hours--903, Months--8)

Course	Hours
Accounting I	135
Business English	90
Business Machines	68
Business Mathematics I	68
Payroll Accounting	68
Personal Development	68
Records Management, Levels I-V	68
Typewriting I	135
Typewriting II	135
Vocabulary, Level I	68

Accounting Clerk II
(Approximate Hours--1309, Months--12)

To meet the requirements for the Accounting Clerk II curriculum, a student must complete the Accounting Clerk I curriculum plus the following courses.

Course	Hours
Accounting II	135
Business Correspondence	68
Business Mathematics II	68
Office Procedures, Level I	135

Accounting Clerk III
(Approximate Hours--1512, Months--14)

To meet the requirements for the Accounting Clerk III curriculum, a student must complete the Accounting Clerk II curriculum plus the following courses:

Course	Hours
Accounting III	135
Information Processing, Level II	68

Supplementary Courses (This course is not required and the hours are not included in the total above.)

Income Tax Procedures	68

ADMINISTRATIVE ASSISTANT/BUSINESS ADMINISTRATION

The Administrative Assistant/Business Administration Curriculum is designed to give the student a well-rounded business background with the maximum amount of training in the skill subjects.

This broad training not only enables an individual to begin work as a general office worker, a bookkeeper, or a secretary, but also it gives her/him sufficient knowledge and skill to handle managerial positions in a large variety of business fields.

Following are possible job opportunities upon completion of the Administrative Assistant/Business Administration Curriculum: Account Clerk, Bookkeeper, Clerk, Payroll Clerk, Posting Clerk, Transcribing Machine Operator, Typist Clerk, Adding Machine Operator, General Clerk, File Clerk, Receptionist, and Terminal Operator.

The required courses and the approximate hours to complete this curriculum are listed below.

ADMINISTRATIVE ASSISTANT/BUSINESS ADMINISTRATION
(Approximate Hours--1715, Months--15)

Course	Hours
Accounting I	135
Accounting II	135
Accounting III	135
Business Correspondence	68
Business English	90
Business Machines	68
Business Mathematics I	68
Business Mathematics II	68
General Office Procedures	135
Information Processing	135
Introduction to Business	68
Machine Transcription--Level I	68
Payroll Accounting	68
Personal Development	68
Records Management	68
Typewriting I	135
Typewriting II	135
Vocabulary	68

SECRETARIAL

The Secretarial Curriculum is designed for those students who are interested in obtaining positions as personal secretaries to professional employers such as business executives, lawyers, doctors and/or industrial tradespeople. The course outlines offer the students extensive training in secretarial skills.

The Secretarial Curriculum requires the development of skills in shorthand and typewriting. In addition to these skills all general phases of office work as well as efficient work habits, pleasing personal traits and desirable attitudes must be emphasized so that the future employee can work with others.

A student studying the secretarial program can expect to have possible job opportunities working in one of the following positions: secretary, stenographer, word processing operator, payroll clerk, transcribing machine operator, typist clerk, adding machine operator, general clerk, terminal operator, file clerk, receptionist, legal secretary, medical secretary, technical secretary, administrative secretary, switchboard operator, shorthand reporter, telegraphic-typewriter operator, appointment clerk, bank teller and assistant bookkeeper.

The secretarial program offers four curriculums: Secretary, Legal Secretary, Medical Secretary, and Technical Secretary. The required courses and the approximate hours recommended for each curriculum follow.

Secretary

(Approximate Hours--1,677, Months--15)
(Unless specified, all subject levels are required.)

Course	Hours
Accounting I	135
Business Correspondence	68
Business English	90
Business Machines	68
Business Mathematics I	68
Business Mathematics II	68
Clerical Payroll	30
Information Processing, Level I	68
Machine Transcription, Levels I and II	68
Office Procedures, Levels I and II	135
Personal Development	68
Records Management, Levels I-V	68
Typewriting I	135
Typewriting II	135
Typewriting III	135
Shorthand I	135
Shorthand II	135
Vocabulary, Level I	68

Legal Secretary

(Approximate Hours--1,933, Months--17.5)
(Unless specified, all subject levels are required.)

To meet the requirements for the Legal Secretary curriculum, a student must complete the Secretary curriculum plus the following courses:

Course	Hours
Office Procedures, Level III	30
Typewriting IV, Level VII	68
Shorthand III, Level V	68
Vocabulary, Level II	22
Business Law	68

Medical Secretary

(Approximate Hours--1,909, Months--17)
(Unless specified, all subject levels are required.)

To meet the requirements for the Medical Secretary curriculum, a student must complete the Secretary curriculum plus the following courses:

Course	Hours
Machine Transcription, Level III	22
Office Procedures, Level IV	30
Records Management, Level VI	22
Typewriting, IV, Level VIII	68
Shorthand III, Level VI	68
Vocabulary, Level III	22

Technical Secretary

(Approximate Hours--1,857, Months--16.5)
(Unless specified, all subject levels are required.)

To meet the requirements for the Technical Secretary curriculum, a student must complete the Secretary curriculum plus the following courses:

Course	Hours
Machine Transcription, Level IV	22
Typewriting IV, Level IX	68
Shorthand III, Level VII	68
Vocabulary, Level IV	22

TYPIST-CLERK

The Typist-Clerk Curriculum is designed to prepare the student for general clerical work requiring the use of the typewriter. The student receives training in communicating with people personally, by telephone and through correspondence. Keeping simple records (receipts of incoming remittances, issuance of checks, handling petty cash and making appointments) is an important part of the typist-clerk's training. In addition, the student may receive training in the use of a transcribing machine, an electronic typewriter or a word processor.

The possible job opportunities that might be available for a typist-clerk trainee include: typist, receptionist, appointment clerk, admitting clerk, general clerk, assistant bookkeeper, transcribing machine operator, terminal operator, switchboard operator, etc.

A course outline and the approximate hours required to complete the three classifications of training for a typist-clerk follow.

Receptionist/Clerk
(Approximate Hours--707, Months--6)

Course	Hours
Business English	90
Business Machines	68
Business Mathematics I	68
Machine Transcription, Level I	45
Personal Development	68
Records Management, Levels I and II	30
Typewriting I	135
Typewriting II	135
Vocabulary, Level I	68

Typist-Clerk I
(Approximate Hours--1,075, Months--10)

To meet the requirements for the Typist-Clerk I curriculum a student must complete the Receptionist/Clerk requirements plus the following courses.

Course	Hours
Accounting I	135
Business Correspondence	68
Clerical Payroll	30
Office Procedures, Level I	135

Typist-Clerk II
(Approximate Hours--1,278, Months--12)

To meet the requirements for the Typist-Clerk II curriculum, a student must complete the requirements for Typist-Clerk I plus the following courses.

Course	Hours
Typewriting III	135
Information Processing	68

ACCOUNTING I
Levels I and II

I. COURSE DESCRIPTION

Basic accounting theory is applied to a single proprietorship enterprise operating on a cash basis and a single proprietorship enterprise operating on an accrual basis.

II. PREREQUISITES: None

III. OBJECTIVE

The student should be able to apply basic accounting theory and procedures of accounting for a personal service enterprise, cash basis, single proprietorship; and for a retail business, accrual basis, single proprietorship.

IV. CONTENT

LEVEL I--CASH BASIS ACCOUNTING

A. The nature of business accounting
B. Accounting procedures including journalizing, posting, and financial statements
C. Recording of cash receipts and disbursements, petty cash records, and banking procedures
D. Computations for payroll, including regular and overtime earnings, deductions, and payroll taxes imposed on employers
E. Accounting procedure for a complete cycle for a personal service enterprise, cash basis, single proprietorship (instructor may require the student to complete a practice set using the theory and procedures presented)

LEVEL II--ACCRUAL BASIS ACCOUNTING

F. Accounting procedure for purchase and sale of merchandise
G. Accounting procedure for notes and interest
H. Accounting principles and procedures applied to accrual accounting, retail business, single proprietorship
I. End-of-period work sheet, financial statements, adjusting entries and closing procedures
J. Student then completes a practice set using the theory and procedures presented

ACCOUNTING II
Levels III, IV, V, and VI

I. COURSE DESCRIPTION

Accrual accounting is applied to a wholesale business including records to be maintained: books of original entry, books of final entry and auxiliary records.

II. PREREQUISITES: Accounting I

III. OBJECTIVE:

The student should be able to apply the accounting theory and procedures of accrual accounting to a wholesale business, including preparation of the annual report and interim financial statements.

IV. CONTENT

LEVEL III--PURCHASES AND SALES

A. Purchasing procedures and accounting practice, purchase requisition, purchase order, purchase invoice and discounts
B. Accounting for various types of sales

LEVEL IV--INVENTORY

C. Accounting for inventory and prepaid expenses, different methods of assigning cost to inventory

LEVEL V--LONG-LIVED ASSETS AND OWNER'S EQUITY

D. Accounting for tangible, long-lived assets, including methods of calculating depreciation and methods of recording depletion of wasting assets
E. Basic accounting concepts and practices in financial accounting
F. Accounting for owner's equity in a single proprietorship, partnership, and corporation--organization of each and a comparis of the three types of ownerships

LEVEL VI--PROCEDURES FOR A WHOLESALE BUSINESS

G. Accounting procedures for accrual accounting for a wholesale business, including summary and supplementary year-end work sheets; adjusting, closing and reversing entries, and the annual report
H. Production of interim financial statements
I. Practice set is completed so that student may apply the principles and procedures presented

ACCOUNTING III
Levels VII, VIII, and IX

I. COURSE DESCRIPTION

Accounting theory and procedures are applied to a corporate organization, to the special characteristics of the corporation, and to the special records necessary for the corporate form of organization.

II. PREREQUISITES: Accounting I, II

III. OBJECTIVE:

The student should apply the theory and procedures of accounting to a manufacturing business with a corporate form of organization.

IV. CONTENT

LEVEL VII--CORPORATE ACCOUNTING

A. The corporate organization and management, corporate records
B. Accounting procedures for capital stock, corporate earnings, corporate bonds, investments, and intangible, long-lived assets

LEVEL VIII--BRANCH AND MANUFACTURING ACCOUNTING

C. Accounting for branch operations
D. Accounting procedures for a manufacturing business using the voucher system
E. Annual report and the analysis of the financial statements for a manufacturing business with a corporate form of organization
F. Student then completes a practice set using the theory and procedures presented

LEVEL IX--COST ACCOUNTING

G. Cost accounting

BUSINESS CORRESPONDENCE
Levels I, II, III, IV, and V

I. COURSE DESCRIPTION

Business Correspondence is a comprehensive study of the basic fundamentals of business letter writing. This course covers both the mechanics of letter writing and the psychological principles involved in effective business communication. A detailed study of letterhead paper, letterhead designs, business letter styles, data sheet and application letter is presented.

II. PREREQUISITES: Business English, Typewriting I, Vocabulary

III. OBJECTIVES

A. To study the psychology of business communication
B. To develop a writing style fitted to the purpose of the message and adapted to the reader
C. To think in terms of a functional rather than a literary approach in the use of business messages
D. To learn to think creatively, critically and clearly
E. To emphasize the necessity of using reference materials
F. To comprehend the power of the written word

IV. CONTENT

LEVEL I--WRITING PREPARATION

A. Psychology
B. Planning
C. Format

LEVEL II--BUSINESS LETTERS

A. Typical parts
B. Letter styles
C. Writing purposes
    1. Sales promotion
    2. Giving, requesting or refusing information
    3. Requesting/granting credit
    4. Collection
    5. Social-business

LEVEL III--OTHER WRITTEN COMMUNICATION

A. Memorandums
B. Reports (formal and informal)
C. News releases
D. Minutes of meetings
E. Telegrams

LEVEL IV--EMPLOYMENT EMPHASIS

A. Data sheet
B. Application letter
C. Interview hints

LEVEL V--JOB RELATED LETTERS

A. Reference
B. Interview follow-up
C. Accepting or declining a position

BUSINESS ENGLISH
Levels I, II, III, and IV

I. COURSE DESCRIPTION

Business English is a detailed study of principles of grammar particularly as they apply to the business world. This course covers the structure of the language and the mechanics involved.

II. PREREQUISITES: Demonstration of Basic English Skills

III. OBJECTIVES

A. To be able to speak and to write with clarity, confidence and knowledge
B. To identify the parts of speech
C. To make correct pronoun choices
D. To learn predicate agreement principles
E. To demonstrate proficiency in the use of all marks of punctuation
F. To recognize the importance of using dictionaries, thesauruses and reference books

IV. CONTENT

LEVEL I--PARTS OF SPEECH

A. Noun
B. Pronoun
C. Verb
D. Adjective
E. Adverb
F. Preposition
G. Conjunction
H. Interjections

LEVEL II--PREDICATE AGREEMENT PRINCIPLES

A. With simple subjects
B. With compound subjects

LEVEL III--MECHANICS

A. Period, exclamation point and question mark
B. Semicolon, colon and dash
C. Comma
D. Quotation marks, parentheses, and apostrophes
E. Capitalization
F. Abbreviations
G. Numbers

LEVEL IV--STRUCTURING SENTENCES

A. Using reference books
B. Recognizing sentence types according to their purposes
C. Positioning words, phrases and clauses correctly
D. Applying precision and variety in word usage
E. Applying parallel structure in writing or speaking

BUSINESS LAW
Levels I, II, and III

I. COURSE DESCRIPTION

Business Law is an introductory course in law which will give the student an understanding of the essential laws that affect his/her social life. It is hoped that the student will develop an attitude of caution and deliberation to the extent that he/she will undertake business ventures thoughtfully and with a knowledge of his/her legal rights and responsibilities to others.

II. PREREQUISITES: None

III. OBJECTIVES

A. To define the rights and obligations of all citizens in their civic and business affairs so that they will know when to consult a lawyer.
B. To gain a basis for analysis of legal problems commonly found in business and everyday life.
C. To gain an understanding of the fundamentals of law that will enable adoption of business procedures and practices that will be invulnerable to attack and that will be free of many of the mistakes made by those who do not have such an understanding.
D. To become familiar enough with the terminology of law to work as a legal secretary.

IV. CONTENT

LEVEL I--LAW AND ITS ENFORCEMENT

A. Law in a Democratic Society
B. Government Regulations and Consumer Protection

LEVEL II--PRINCIPLES OF BUSINESS LAW

C. Contracts
D. Sales
E. Bailments
F. Commercial paper
G. Insurance
H. Property and wills

LEVEL III--APPLICATION OF BUSINESS LAW

I. Agency and employment
J. Business organization

BUSINESS MACHINES
Levels I-VII

I. COURSE DESCRIPTION

This course is designed to familiarize the student with the use and operation of machines such as adding, listing, electronic and mechanical printing calculators and other common office machines.

II. PREREQUISITES: None

III. OBJECTIVES

A. To learn the different operational parts of the machines
B. To acquire an occupational ability in touch operation of the machines
C. To complete mathematical functions for each job with speed, accuracy and proficiency
D. To improve basic arithmetic ability
E. To understand the value and importance of these machines in business
F. To add from columnar figures a minimum of 125 correct digits per minute for five continuous minutes.

IV. CONTENT

LEVEL I--ADDITION AND SUBTRACTION

A. Touch addition and subtraction
1. "Home" keys
2. Clear key
3. Zero key
4. Touch addition: 4 to 9 keys
5. Touch addition: 0 to 3 keys
6. Non-add key or number key
7. Varied number of digits
8. Skill drill
9. Subtraction
10. Correction of errors
11. Repeated digits
12. Repeat addition
13. Repeat subtraction
14. Decimal point selector
15. Subtotal key
16. Memory keys (if applicable)

LEVEL II--MULTIPLICATION, DECIMALS AND FRACTIONS

B. Multiplication
1. Multiplication
2. Decimals in multiplication
3. Fractions in multiplication

4. Skill drill
5. Converting to decimals
6. Individual sums and grand totals
7. Production drill

LEVEL III--DECIMALS

C. Decimals, discounts and multifactor multiplication
1. Skill drill
2. Fixed decimal point
3. Discounts
4. Net amounts
5. Invoices
6. Multifactor multiplication
7. Inventory
8. Negative multiplication

LEVEL IV--DIVISION

D. Division, constant multiplication and addition with multiplication
1. Division
2. Decimals in division
3. Dividend smaller than a divisor
4. Skill drill
5. Constant multiplication
6. Addition with multiplication
7. Horizontal addition and cross checking
8. Production drill

LEVEL V--PERCENTAGE

E. Percentage, markup and markdown, prorating and constant divisors
1. Skill drill
2. Credit balances
3. Percentage of increase or decrease
4. Markup and markdown
5. Prorating
6. Constant divisors
7. Prorating percentages

LEVEL VI--INTEREST

F. Interest, notes and discounts
1. Interest
2. Notes
3. Skill drill
4. Cash discounts
5. Invoices
6. Chain discounts
7. Production drill

LEVEL VII--OPTIONAL

A. Standard 10 key machine
   1. Multiplication by repeat addition
   2. Division by the reciprocal method
B. Visually operated full-keyboard machines
   1. Addition--ascending reaches, descending reaches, long reaches and zeros
   2. Four-digit addition with subtotals
   3. Wide column addition with subtotals
   4. Credit balances and zeros in multipliers

BUSINESS MATHEMATICS I
Levels I-VI

I. COURSE DESCRIPTION

Business Mathematics I provides explanations, illustrations, and problems requiring the use of the fundamentals of math calculations--adding, subtracting, multiplying and dividing. Emphasis should be placed upon learning mathematical concepts through practical applications in business situations. Explanations of business procedures, terminology and original documents aid in promoting understanding and reasoning.

II. PREREQUISITES: Demonstration of basic math skills

III. OBJECTIVES

A. To improve basic arithmetic ability through mathematical computations in addition, subtraction, multiplication and division
B. To demonstrate the ability to perform mathematical computations in fractions, decimals, percentages, discounts, payroll, taxes and finance charges
C. To understand the value and importance of the application of mathematical concepts to business activities and forms
D. To interpret, analyze and solve word problems related to business situations

IV. CONTENT

LEVEL I--MATHEMATICS IN BUSINESS

A. Numbers as a language
B. Fundamental processes
C. Bank records
D. Sales records

LEVEL II--DECIMALS AND FRACTIONS

A. Fractions--addition and subtraction
B. Fractions--multiplication and division
C. Decimals--addition and subtraction
D. Decimals--multiplication and division

LEVEL III--PERCENTAGE IN BUSINESS

A. Percentage
B. Cash and trade discounts
C. Commission
D. Markup

LEVEL IV--PAYROLL AND TAXES

A. Payroll records
B. Payroll deductions
C. Sales, customs and property taxes
D. Federal income tax

LEVEL V--FINANCE CHARGES

A. Simple interest
B. Promissory notes and interest variables
C. Discounting commercial paper
D. Charges for credit

LEVEL VI--SPECIAL AREAS

A. The metric system of measurement
B. Math in employment tests

BUSINESS MATHEMATICS II
Levels VII-IX

I. COURSE DESCRIPTION

Business Mathematics II takes the fundamental math background acquired in Business Mathematics I and uses it to solve problems related to business situations and financial management of the home and family.

II. PREREQUISITES: Business Mathematics I

III. OBJECTIVES

A. To demonstrate the ability to perform mathematical computations in inventory, depreciation, insurance, business finance, statistics and annuities
B. To understand the value and importance of the application of mathematical concepts to business activities and forms
C. To interpret, analyze and solve word problems related to business situations

IV. CONTENT

LEVEL VII--INVENTORY, DEPRECIATION AND INSURANCE

A. Inventories and turnover
B. Depreciation
C. Insurance

LEVEL VIII--BUSINESS FINANCE

A. Corporate stocks
B. Corporate and government bonds
C. Financial statement analysis
D. Financial ratios

LEVEL IX--STATISTICS AND ANNUITIES

A. Business statistics
B. Compound interest and present value
C. Annuities

CIVIL SERVICE TRAINING
Levels I and II

I. COURSE DESCRIPTION

Civil Service Training provides preemployment review of information and skills basic to most clerical positions in both government and industry.

II. PREREQUISITES: Business English, Vocabulary, Business Mathematics, Records Management, Typing II

III. OBJECTIVES

A. To review subject matter from previous courses
B. To review basic employment skills
C. To provide review of knowledges and skills just before seeking employment
D. To pinpoint areas of weaknesses
E. To give self confidence in final step to employment
F. To become familiar with employment tests

IV. CONTENT

LEVEL I--BASIC

A. Review of grammar, punctuation, capitalization, vocabulary and spelling
B. Basic mathematical procedures
C. Basic office skills--typing, shorthand, filing, composing business letters, following instructions and proofreading

LEVEL II--ADVANCED

D. Office technology and procedures--basic knowledge relative to data processing, word processing and telecommunications
E. Aptitude tests
F. Information on job seeking and employment practices in business and government
G. Special application procedures for employment with the Federal government

CLERICAL PAYROLL
Levels I-III

I. COURSE DESCRIPTION

Clerical payroll is designed to take the student from the beginning of the payroll cycle with time cards to the ending journal entry. Methods of recording information from the time card to the payroll register, then to the employee's earnings record are emphasized. The methods for completing the forms required by the federal and state authorities are emphasized throughout the course.

II. PREREQUISITES: Accounting I, Business Machines

III. OBJECTIVES

A. To become familiar with the laws and regulations affecting a payroll
B. To obtain a basic understanding of salary and wage payments
C. To become familiar with basic payroll records and required data
D. To demonstrate the ability to prepare the payroll
E. To interpret, analyze and complete federal payroll returns and payments
F. To become familiar with various payroll systems
G. To demonstrate the ability to record the accounting journal entries for the payroll

IV. CONTENT

LEVEL I--BASIC INFORMATION

A. Introduction
   1. Social Security number
   2. Form SS-5
   3. Form W-4
   4. Forms
B. Laws and regulations affecting a payroll
   1. The Social Security Act
   2. The Fair Labor Standards Act
   3. Income tax withholding
   4. The Walsh-Healey Public Contracts Act
   5. Workmen's Compensation laws
   6. Fair employment practices
C. Bases for salary and wage payments
   1. Salaries and wages rate
   2. Piece rate
   3. Commission
   4. Bonus
   5. Employee profit-sharing plans
   6. Overtime

D. Basic payroll records and required data
   1. Time cards
   2. Other time records
   3. Production records
   4. Personnel record
   5. Payroll register
   6. Employee's earnings record

LEVEL II--PREPARING THE PAYROLL

E. Preparing the payroll forms
   1. Basic payroll information
   2. Recording the time worked
   3. Time and method for paying salaries and wages
F. Preparing the payroll
   1. Determine the earnings
   2. List the earnings in the payroll register
   3. Figure the deductions
   4. Total the deductions and find the net pay
   5. Total and balance the payroll register
   6. Pay the payroll
   7. Post from the payroll register to each employee's earnings record
   8. Record the transaction in the journal

LEVEL III--GOVERNMENT FORMS

G. Federal payroll returns and payments
   1. Reporting the payment of income and FICA tax withholdings
      a. Form 941--employer's quarterly federal tax return
      b. Form 501--federal tax deposit
   2. Reporting to the employee--Form W-2, Wage and Tax Statement
   3. The reporting and the payment of the federal unemployment tax
      a. Form 940--Employer's annual federal unemployment tax return
      b. Form 508--federal tax deposit
H. Payroll systems
   1. Standard forms
   2. Handwritten payroll systems
   3. Automated payroll systems
   4. Electronic computers

COST ACCOUNTING

I. COURSE DESCRIPTION

Cost Accounting is an extension of general accounting procedures which have as a goal the gathering of information to be used in the preparation of the financial statements. Because there are so many facets to the manufacturing process, the principles of cost accounting have been developed to enable the manufacturer to process the many different costs associated with manufacturing and to provide built-in internal control features. Cost accounting procedures provide the means to gather the data needed to determine the unit costs and to prepare reports, schedules, and statements necessary to management.

II. PREREQUISITES: Accounting I and II

III. OBJECTIVES

A. To determine as accurately as possible the cost of manufacturing a product.
B. To assist management in making projections so that efficient scheduling can be made possible for acquisition of materials, labor, facilities, and other necessities
C. To assist management in forecasting profits
D. To help analyze data for the purpose of planning and control

IV. CONTENT

A. Introduction to cost accounting
   1. Uses of cost accounting data
   2. Elements of cost
   3. Cost accounting systems
   4. Perpetual inventories
   5. Standard cost system
B. Accounting for materials
   1. Need for materials control
   2. Materials control procedures
   3. Accounting for materials
C. Accounting for labor
   1. Labor cost control procedures
   2. Wage plans
   3. Accounting for labor cost
D. Accounting for factory overhead
   1. Recording factory overhead
   2. Classifying factory overhead
   3. Distributing service department costs
   4. Applying factory overhead
   5. Predetermining application rates

E. Job order cost accounting--application of principles
F. Process cost accounting--general procedures
   1. The process cost accounting system
   2. Work in process inventories
G. Process cost accounting--special problems
H. Standard cost accounting--materials and labor--standard cost procedures
I. Standard cost accounting--factory overhead
   1. Two-variance method of analysis
   2. Factory overhead budgeted
   3. Three-variance method of analysis
J. Managerial cost applications
   1. Cost behavior analysis
   2. Cost-volume-profit analysis
   3. By-products and joint products
   4. Distribution cost

GOVERNMENTAL ACCOUNTING

I. COURSE DESCRIPTION

This course is designed to assist the student in understanding fund purposes, the life cycle of funds, budgetary accounting, budget processes and procedures, adaptations of the accounting equation and forms design.

II. PREREQUISITES: Accounting I, II and III

III. OBJECTIVES

The student should be able to deal with accounting and reporting principles, standards, and procedures applicable to:

A. State and local governments, including counties, cities, townships, and villages.
B. The Federal government.
C. Other nonprofit institutions such as universities and hospitals.

IV. CONTENT

A. Governmental and institutional accounting--its environment and characteristics
B. State and local government--organization and accounting principles
C. Accounting and the budget process
D. General and special revenue funds--the accounting cycle
E. General and special revenue funds--balance sheets and fund balance statements
F. Revenue accounting
G. Expenditure accounting
H. Capital projects funds
I. Special assessment funds
J. Debt service funds
K. General fixed assets, general long-term debt, introduction to interfund transactions and relationships
L. Trust and agency funds
M. Intragovernmental service funds
N. Enterprise funds, summary of interfund accounting
O. Cost accounting, finding, and analysis
P. Cash--receipts, collections, disbursements
Q. Reporting
R. Auditing
S. Federal government accounting
T. Accounting for hospitals
U. Accounting for colleges and universities

INCOME TAX PROCEDURES
Levels I and II

I. COURSE DESCRIPTION

Income Tax Procedures offers a nontechnical presentation of the information needed in preparing tax returns for individuals, partnerships, and corporations. The student studies current rules and practical applications to the rules.

II. PREREQUISITES: Completion of Account Clerk I and II Curricula

III. OBJECTIVE

The student should be able to prepare the income tax forms as required by the Internal Revenue Service.

IV. CONTENT

LEVEL I--STRUCTURE
A. Tax regulations set forth by the Internal Revenue Service for individuals and businesses

LEVEL II--PROCEDURES
B. Preparation of Internal Revenue Service forms

INTRODUCTION TO BUSINESS
Levels I-IV

I. COURSE DESCRIPTION

Introduction to Business is an introductory course in business that helps the student understand the characteristics, the organization and the operation of business.

II. PREREQUISITES: None

III. OBJECTIVES

A. To provide basic understanding of business principles needed by everyone who plans a career in business
B. To aid students in acquiring a vocabulary of business terms
C. To provide students with an understanding of the many activities, problems, and decisions involved in operating a business successfully
D. To give students an appreciation of the importance of business in our economy
E. To assist students in deciding on specific career objectives from among the great number of employment opportunities in the business world
F. To provide students with facts, procedures, and concepts that will aid them in becoming effective members of the business community

IV. CONTENT

LEVEL I--CHARACTERISTICS AND FOUNDATIONS OF BUSINESS

A. Characteristics of American business
B. Outline of the opportunities that exist in business
C. Economic and social foundations of American business

LEVEL II--TYPES OF BUSINESS OWNERSHIP

D. Proprietorships and partnerships
E. Corporate forms of business ownership

LEVEL III--MAJOR PHASES OF BUSINESS ACTIVITY

F. Marketing
G. Purchasing
H. Production
I. Finance
J. Information systems
K. Personnel

LEVEL IV--MANAGEMENT PRINCIPLES

L. General functions of management
M. Relationships that exist between government and business

INFORMATION PROCESSING
Levels I and II

I. COURSE DESCRIPTION

Information processing is designed to familiarize the student with all phases of the data processing and word processing concept. The student is also provided with an understanding of why word processing came about, how paperwork flows throughout the word processing cycle, and what basic parts form the work processing system. Input/output methods, word processing applications, procedures in efficiency and career opportunities are highlighted. The student is also provided with an understanding of the fundamental concept of manual, unit record, and electronic automated data processing. Emphasis is also placed on the application of data processing concepts to business and industry. Basic concepts of all types and methods of data/word processing are discussed and acutal equipment is not required.

II. PREREQUISITES

Typewriting I and II

III. OBJECTIVES

The student should:

LEVEL I

A. Understand basic word processing concepts, terminology and changes that are occurring in the traditional secretarial positions.
B. Understand the advantages word processing offers to companies of various sizes.
C. Develop verbal and written communications skills.
D. Realize good work habits and attributes.
E. Acquire an understanding of career opportunities in word processing.

LEVEL II

A. Have a fundamental understanding of data processing as applied to computers.
B. Understand the impact of the computer on their everyday lives.
C. Have a basic knowledge of the history of data processing.
D. Be able to convert decimal numbers to binary, octal and hexadecimal numbers and vice versa.
E. Know the characteristics of various input/output media.
F. Be introduced to various methods of storing and retrieving data.
G. Become familiar with computer languages and flow-charting.
H. Be introduced to various data processing systems.
I. Become acquainted with careers and future needs in data processing.

IV. CONTENT

LEVEL I--WORD PROCESSING

A. Background and Basic Features
   1. The Origin of Word Processing
   2. Word Processing as a System
   3. Standardization and Procedures
   4. Work Environment
   5. Career Opportunities

B. Technical Features
   1. Input
   2. Output
   3. Hands on Applications (optional)

LEVEL II--DATA PROCESSING

A. Background and Basic Features
   1. Introduction to Data Processing
   2. History of Data Processing
   3. Methods of Storing and Retrieving Data
   4. Careers in Data Processing

B. Technical Features
   1. Basic Components of a Data System
   2. Data Representation
   3. Number Systems
   4. Input/Output Devices and Their Media
   5. Understanding Programming Concepts and Computer Languages
   6. Data Processing Systems
   7. Hands on Application (optional)

MACHINE TRANSCRIPTION
Levels I-IV

I. COURSE DESCRIPTION

Machine Transcription is designed to train the student to transcribe mailable copy from the recorded voice medium. It includes the different types of transcribing systems available, operating techniques for each, and the use of general and professional dictionaries.

II. PREREQUISITES: Typewriting I and II, Business English, Vocabulary Level I

III. OBJECTIVES

The student should:

LEVEL I--GENERAL MACHINES TRANSCRIPTION

A. Become proficient in the art of machine transcription
B. Learn vocabulary relative to business
C. Become familiar with letterheads and forms
D. Set up tables, reports, and letters with minimal instructions

LEVEL II--LEGAL

A. Learn vocabulary relative to the legal profession
B. Use legal dictionary and other legal references
C. Set up legal documents with minimal instructions

LEVEL III--MEDICAL

A. Learn vocabulary relative to the medical profession
B. Use medical dictionary and other medical references
C. Set up medical reports with minimal instructions

LEVEL IV--TECHNICAL

A. Learn vocabulary relative to the technical profession
B. Use technical dictionary and other technical references
C. Set up technical reports with minimal instructions

IV. CONTENT

LEVEL I--GENERAL MACHINES TRANSCRIPTION

A. Understand operation of equipment
B. Develop efficient techniques
C. Develop skills in spelling, word division, grammarical usage
D. Judge length of dictated material
E. Set up any type of letter, report, and tabulations with minimal instruction

F. Transcribe quickly and accurately
G. Proofread
H. Transcribe correspondence in a variety of areas

LEVEL II--LEGAL

A. Learn legal vocabulary
B. Use legal dictionary and other references
C. Set up copy relative to legal profession

LEVEL III--MEDICAL

A. Learn medical vocabulary (includes insurance)
B. Use medical dictionary and other references
C. Set up copy relative to medical profession

LEVEL IV--TECHNICAL

A. Learn technical vocabulary
B. Use technical dictionary and other references
C. Set up copy relative to technical profession

OFFICE PROCEDURES
Levels I-IV

I. COURSE DESCRIPTION

The Office Procedures course is designed to bring together information and skills that students have acquired in separate courses and to give the student a unified view of office work. It is designed to train prospective employees to seek employment in business and government as contributing members of an administrative team who will need office procedure skills. It emphasizes competencies that allow office personnel to assume responsibility with a minimum amount of direction and supervision and to exercise initiative and judgment in making decisions within the scope of their authority.

II. PREREQUISITES: Business English, Business Mathematics, Business Machines, Records Management, Typewriting I, II. It is also recommended that the students have completed Business Correspondence.

III. OBJECTIVES

The student should:

LEVEL I--GENERAL OFFICE PROCEDURES

A. Identify positive and negative behavior for office personnel
B. Identify positive and negative appearance for office personnel
C. Prepare a letter of application and data sheet
D. Develop an office routine while performing various projects
E. Identify characteristics of employer-employee relationships
F. Identify the advantages and disadvantages of various mail handling routines
G. Calculate postage rates
H. Recognize and complete common business forms
I. Select data from tables in the preparation of business forms
J. Code, cross reference, and file business papers and correspondence
K. Identify positive and negative telephone techniques for business
L. Transcribe from the transcription machine mailable letters.
M. Identify and explain the tasks required in planning an itinerary
N. Compose and type mailable business letters
O. Identify and use recommended techniques and proper conduct in seeking employment
P. Identify and use reference materials, directories and handbooks
Q. Prepare manuscripts from rough drafts
R. Prepare tax returns and payrolls

S. Prepare and run a spirit master
T. Prepare and run a stencil
U. Complete employment application forms
V. Select appropriate duplicating processes for any given office task
W. Use or be familiar with electronic word/data processing equipment and techniques

LEVEL II--SHORTHAND PROFICIENCY

A. Complete Level I objectives
B. Be proficient in shorthand skills

LEVEL III--LEGAL OFFICE PROCEDURES

A. Complete Levels I and II objectives
B. Set up and type legal documents
C. Learn legal terminology
D. Transcribe legal correspondence and documents effectively from shorthand or recorded matter

LEVEL IV--MEDICAL OFFICE PROCEDURES

A. Complete Levels I and II objectives
B. Set up and type medical records
C. Learn medical terminology (includes insurance)
D. Prepare statement of account
E. Keep patients' records
F. Transcribe medical material effectively from shorthand or machine

IV. CONTENT

LEVEL I--GENERAL OFFICE PROCEDURES

A. Developing public relations image
B. Handling incoming calls and callers
C. Processing incoming mail
D. Processing outgoing mail
E. Filing systems
F. Word processing equipment and systems
G. Transcription
H. Editing and composing techniques
I. Reprographics
J. Electronic data processing
K. Researching information
L. Preparing reports and manuscripts
M. Meetings and conferences
N. Travel arrangements
O. Banking procedures
P. Office finance
Q. Employment and advancement

LEVEL II--SHORTHAND PROFICIENCY

A. Dictation readiness
B. During dictation
C. Telephone dictation
D. Dictation at the typewriter
E. Machine dictation
F. Dictation to others

LEVEL III--LEGAL OFFICE PROCEDURES

A. Rules unique to legal work
B. Legal terminology
C. Setting priorities and organizing work
D. Processing general and legal correspondence
E. Opening client files
F. Keeping the appointment calendar
G. Filing and retrieving information
H. Composing routine letters
I. Typing legal papers
J. Transcribing from dictation or transcribing equipment

LEVEL IV--MEDICAL OFFICE PROCEDURES

A. Duties unique to medical office
B. Medical terminology (includes insurance)
C. Medical records
D. Transcription from dictation or transcribing equipment

PAYROLL ACCOUNTING
Levels I and II

I. COURSE DESCRIPTION

Payroll accounting is concerned with accounting problems relative to laws regulating records and withholdings, computation of wages, tax forms, work schedules, social security benefits, and payroll systems.

II. PREREQUISITES: Accounting I, Business Machines, Business Mathematics I

III. OBJECTIVES

The student should

A. Develop an understanding of the personnel and payroll records required under the laws affecting payroll systems.
B. Become acquainted with the Fair Labor Standards Act.
C. Understand the basic payroll accounting systems and procedures used in computing wages and salaries and the time-keeping methods used to record time worked.
D. Become acquainted with the various phases of the Social Security Act.
E. Perform satisfactory all payroll operations.
F. Be aware of various types of automated equipment and systems that are common to payroll accounting.

IV. CONTENT

LEVEL I--MANUAL PAYROLL

A. Understand laws that regulate payroll records
   1. Fair Labor Standards Act
   2. State minimum wage and maximum hours laws
   3. Fair employment laws
   4. Federal Insurance Contributions Act
   5. Income tax withholding laws
   6. Unemployment tax acts
   7. Other federal and state laws
B. Required payroll records
   1. Personal
   2. Wages and hours
   3. Tax withholdings
C. Complete time records
D. Complete regular and overtime pay
E. Determine hourly pay for salaried employees
F. Compute piece rate pay
G. Compute commissions
H. Complete payroll register
I. Complete employees' earnings records

J. Issue employee checks and withholding statements
K. Determine employer's payroll taxes
L. Journalize and post payroll transactions
M. Complete Tax Deposit Form 501, Quarterly Federal Tax Form 941, Transmittal 503, Unemployment Form 940, Form 508, Form W-2

LEVEL II--COMPUTER PAYROLL (Optional)

N. Use electronic data processing equipment to compute payroll

PERSONAL DEVELOPMENT
Levels I-III

I. COURSE DESCRIPTION

This course is designed to help students improve and/or develop personality traits that will lead to success in the business world and with people through the following teaching methods: group interaction, role playing, class discussions, and solving case problems assigned by the instructor.

II. PREREQUISITES: None

III. OBJECTIVES

A. To enable the student to identify his/her strengths and weaknesses and work toward improving both.
B. To enable the student to become a better citizen.
C. To enable the student to become a successful individual in the business world by helping the student build pleasing personality traits through various methods of instruction and demonstration.

IV. CONTENT

LEVEL I

A. Success on the job
    1. Success
        a. The importance of being successful
        b. How success affects an individual's personality and attitude
    2. Learn to know yourself
    3. Changing ourselves and others
B. Personality is what you see
    1. Health
    2. Dress
    3. Good grooming
    4. Posture
C. Personality is what you hear
    1. Communication
        a. Oral
        b. Written
    2. Voice control
        a. Telephone techniques
        b. Group interaction
        c. Individual voice control

LEVEL II

D. Psychology and the group
    1. Personality, psychology and selling

2. Group psychology and the office
3. Psychology of relationships
    a. Male
    b. Female
    c. Boss and groups

LEVEL III

E. Getting the job you want
    1. Applying for a job
        a. Letter of application
        b. Personal data sheet
        c. Completing the application
        d. Follow-up on job application
        e. Places to seek employment
    2. Interviews
        a. Dress
        b. Speech
        c. Preparation for interview
        d. Follow-up letter
    3. Adjusting to the job situation
F. Activities that could be included
    1. Use telephone monitor set
    2. Use of transcription machine to record voice of student in unit on communication
    3. Style show
        a. Invite cosmetologist to speak
        b. Invite hair stylist to demonstrate
    4. Use of transparencies

RECORDS MANAGMENT (Filing)
Levels I-VI

I. COURSE DESCRIPTION

Records management is a comprehensive look at the entire scope of the volume and variety of the paperwork in the business office. It encompasses the fundamentals that are essential in setting up and maintaining the records of a business. Because of the nature of the course, experience is gained by using both text and materials to give practice under conditions similar to those in an office.

II. PREREQUISITES: None

III. OBJECTIVES

A. To furnish guidelines for those who need an understanding of the field of records management
B. To present the criteria by which records are created, stored, retrieved, retained, and disposed of
C. To emphasize the procedures for the operation and control of manual and automated storage systems
D. To learn clear-cut rules for alphabetic indexing
E. To provide criteria for the selection of records personnel, equipment and supplies
F. To provide basic principles and information that aim toward intelligent and efficient performance in managing and using records in the business office
G. To present information pertaining to numeric, subject and geographic records storage
H. To furnish guidelines for those who need an understanding of the field of medical records management

IV. CONTENT

LEVEL I--BASIC RECORDS INFORMATION

A. Managerial use, history and scope of business records
B. General correspondence storage
C. Methods, procedures and systems of filing
D. Indexing, coding and cross-referencing
E. Alphabetic method of storing correspondence

LEVEL II--NUMERIC METHOD OF RECORDS STORAGE

LEVEL III--SUBJECT METHOD OF RECORDS STORAGE

LEVEL IV--GEOGRAPHIC METHOD OF RECORDS STORAGE

LEVEL V--SECONDARY RECORDS INFORMATION

A. Controlling the use of stored records
B. Card and visible records filing
C. Coding, microfilming, and retrieving stored information
D. Creation, retention, transfer and disposal of records
E. Guidelines for selection of equipment and supplies for records management

LEVEL VI--MEDICAL RECORDS

SHORTHAND I
Levels I and II

I. COURSE DESCRIPTION

Shorthand I is a course designed to give the student a knowledge of the principles and theory of shorthand and transcription.

II. PREREQUISITES: Typewriting I (enrollment or completion)

III. OBJECTIVES

A. To read and write shorthand outlines and learn shorthand theory, brief forms and phrases as presented in each lesson.
B. To train students to take practiced and unpracticed dictation at various speeds, including theory covered through each recall or review lesson.
C. To teach students to read and write shorthand rapidly and accurately in shortest possible time.
D. To develop and improve the students' grasp--concurrently with the teaching of shorthand--of the nonshorthand elements of transcription, which include vocabulary development, spelling, punctuation, grammar, and typing style.
E. To meet minimum requirements for completion by taking unpracticed material at the rate of 60 words a minute for three minutes and producing a typewritten transcription with 95 percent accuracy.

IV. CONTENT

LEVEL I--THEORY PRINCIPLES

A. Reading and writing practices of brief forms, phrases, theory and principles of writing shorthand
B. Reinforcement of theory and principles for skill building in shorthand
C. Dictation at the rate of 40-80 words a minute on practiced material

LEVEL II--REINFORCEMENT AND TRANSCRIPTION SKILL BUILDING

D. Intensive review of principles
E. Supplemental practice
F. Shorthand and transcription skill building
   1. Business vocabulary builders
   2. Spelling and spelling families
   3. Similar word drills
   4. Punctuation
   5. Prefixes

6. Grammar checkups--rules of grammar that students often apply incorrectly
7. Transcription quizzes--daily tests of how well students have mastered punctuation rules

G. Dictation at the rate of 60-80 words a minute for three minutes on unpracticed material to transcribe with 95 percent accuracy

SHORTHAND II
Levels III and IV

I. COURSE DESCRIPTION

Shorthand II is the advanced study and application of shorthand theory that emphasizes dictation, speed building and accurate transcription of notes, review of rules, and grammar, punctuation, spelling and vocabulary.

II. PREREQUISITES: Typewriting I, Business English, Shorthand I (in lieu of Shorthand I, proficiency tests may be given to students who have previous training in shorthand)

III. OBJECTIVES

A. To reinforce objectives of Shorthand I
B. To review and strengthen the students' knowledge of shorthand
C. To develop students' ability to construct outlines for unfamiliar words under the stress of dictation
D. To increase students' dictation speed to the highest point possible
E. To extend students' knowledge of the basic nonshorthand elements of transcription
F. To lay a solid foundation for rapid and accurate transcription--the students' ultimate goal
G. To give the students the ability to transcribe business correspondence in mailable form
H. To make the students aware of the desirable traits and characteristics of a good secretary
I. To meet minimum requirements for completion by taking unpracticed material at the rate of 80 words a minute for three minutes and producing a typewritten transcription with 95 percent accuracy.

IV. CONTENT

LEVEL III--REINFORCEMENT

A. Word-building, phrasing, reinforcing of brief forms
B. Reading and writing practice
C. Building transcription skills
   1. Spelling
   2. Punctuation
   3. Vocabulary development
   4. Grammar checkups
   5. Typing style studies
   6. Office style dictation
   7. Letter placement by judgment

D. Decision making in transcription
E. Dictation speed building at the rate of 60-100+ words a minute
F. Transcription speed building
G. Dictation at the rate of a minimum of 80 words a minute for three minutes on unpracticed material to transcribe with 95% accuracy

LEVEL IV--SPEED BUILDING (Students who have reached the 100 wpm requirement for Shorthand III may omit Level IV)

H. Reinforcement of dictation speed building at the rate of 80-100+ words a minute
I. Reinforcement of transcription speed building
J. Dictation at the rate of 100-100+ words a minute for three minutes on unpracticed material to transcribe with 95 percent accuracy.

SHORTHAND III
Levels V-VII

I. COURSE DESCRIPTION

Shorthand III is the specialized study and application of shorthand that emphasizes legal, medical or technical terminology.

II. PREREQUISITES: Typewriting II, Shorthand II (100 wpm), Vocabulary (Levels I and II, III or IV)

III. OBJECTIVES

LEVEL V--LEGAL TERMINOLOGY AND TRANSCRIPTION SKILLS

A. To help students develop competency in working with legal correspondence and professional records
B. To prepare them for positions within the legal profession
C. To help students master the specialized vocabulary and knowledge of the points of style that are distinctly legal in character

LEVEL VI--MEDICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

D. To help students develop competency in working with medical correspondence and professional records
E. To help them prepare for positions within the medical profession
F. To help students become familiar with principal roots, prefixes and suffixes of medical terms

LEVEL VII--TECHNICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

G. To provide a systematic means of mastering the art of taking technical dictation and the transcribing of technical terminology
H. To help students develop the ability to construct fluent technical outlines by using special shortcuts, prefixes, suffixes and combining forms

IV. CONTENT

LEVEL V--LEGAL TERMINOLOGY AND TRANSCRIPTION SKILLS

A. Selected material that provides practice in interrelated communications: memos, letters, court papers and other legal documents
B. Terminology through word studies that define legal terms encountered in the dictation material
C. Study of shortcuts, word beginnings and endings
D. Transcription aids concerning punctuation, capitalization, number use, commonly used Latin and French words and phrases, legal expressions that have specific meaning, and the correct methods of typing citations
E. Connected matter presented in shorthand and in print for reading, writing and taking dictation

LEVEL VI--MEDICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

F. Presentation of principal roots, prefixes and suffixes used in medical literature.
G. Connected matter presented in shorthand and in print for reading, writing, and taking dictation
H. Major medical office procedures, routines, and activities that relate to the responsibilities of a medical secretary

LEVEL VII--TECHNICAL TERMINOLOGY AND TRANSCRIPTION SKILLS

I. Presentation of fluent technical outlines using special shortcuts, prefixes, suffixes and combining forms
J. Word studies giving the pronunciation, definition and shorthand outlines for each term
K. Recommended styles of typing technical reports, equations, formulas, letter symbols, and abbreviations used in technical work
L. Connected matter presented in shorthand and in print for reading, writing and taking dictation

TYPEWRITING I
LEVELS I and II

I. COURSE DESCRIPTION

Typewriting I offers instruction in learning how to typewrite, as well as in applying typewriting skill in the preparation of letters, manuscripts, tabulations and other business related applications.

II. PREREQUISITES: None

III. OBJECTIVES

The student should be able to:

A. Develop the ability to operate and maintain the typewriter efficiently.
B. Display good technique in key striking and in machine manipulation.
C. Understand the mechanical features of the machine.
D. Demonstrate appropriate typing position.
E. Arrange material in a neat and orderly fashion so there is a smooth flow of work through the machine
F. Apply knowledge of correct English.
G. Apply rules for spacing after punctuation marks.
H. Punctuate, capitalize and express numbers in material that he/she copies and composes.
I. Apply rules for word division.
J. Set up simple manuscripts.
K. Set up simple letters.
L. Use the typewriter as a writing tool.
M. Prepare usable copy by making neat erasures and by crowding and spreading letters.
N. Develop the habit of proofreading work accurately to detect typographical errors and to evaluate its acceptability as a finished piece.
O. Establish the standard of mailability for all production work.
P. Learn to arrange material attractively.
Q. Center material vertically and horizontally on paper of any size.
R. Arrange a simple tabulation quickly and correctly.
S. Type from rough draft.
T. Prepare carbon copy.
U. Develop skill organizing work.
V. Form good work habits.
W. Develop time saving work routine.
X. Work industriously and effectively.
Y. Finish a job acceptably once it has been started.
Z. Develop the ability to work relaxed and poised and without emotional tension.
AA. Acquire a cooperative attitude and always work in a businesslike manner.
BB. Type at a minimum rate of 30 words per minute from straight copy for five minutes with a maximum of five errors.

IV. CONTENT

LEVEL I--LEARNING TO TYPE

A. Letter-key reaches
   1. Learning parts of the machine
   2. Getting ready to type
B. Developing basic skill
   1. Keystroking techniques
   2. Controlling space bar
   3. Controlling tabulator
   4. Tabulator control
   5. Measuring straight copy
   6. Typing continuity
C. Learning figure-key reaches
   1. Proofreading and verifying
   2. Building statistical copy skill
   3. Building straight copy skill
   4. Improving response pattern
D. Developing basic skill
   1. Typing from script
   2. Improving key stroking technique
   3. Improving space-bar technique
E. Learning symbol-key reaches
   1. Typing from corrected copy
   2. Controlling number reaches
   3. Learning new key reaches

LEVEL II--TYPING LETTERS, TABLES AND REPORTS

F. Developing/measuring basic skills
   1. Typing from script and rough-draft copy
   2. Improving machine parts control
G. Learning to center data
   1. Setting the right margin/using the warning bell
   2. Centering lines horizontally
   3. Using the warning bell/dividing words
   4. Problem typing
   5. Centering data on special-size paper
H. Typing business correspondence
   1. Composing and typing
   2. Setting up business letters in block style
   3. Correcting errors
      a. Rubber eraser
      b. Correction fluid
      c. Correction paper
   4. Setting up letters in modified block style
   5. Addressing envelopes for letters
   6. Folding and inserting letters
   7. Using carbon paper

I. Typing tables and reports
   1. Two-column tables
   2. Figures in columns aligned
   3. Column headings centered
   4. Three-column tables with main and column headings
   5. Aligning and typing over words
   6. Four-column tables with main, secondary and column headings
   7. Outlines and reports
   8. Unbound reports/spread headings
   9. Unbound reports with footnotes
   10. Left bound reports with footnotes and headings

J. Measuring skill growth
   1. Rough-draft copy
   2. Reports
   3. Tables
   4. Letters
   5. Proofreader's marks
   6. Word-division

TYPEWRITING II
Levels III and IV

I. COURSE DESCRIPTION

Typing II is designed to give students the opportunity to practice typing different letter styles, tables, statistical reports, manuscripts and forms with high degree of speed, proficiency and accuracy.

II. PREREQUISITE: Typing I

III. OBJECTIVE

The student should be able to:

A. Type different letter styles attractively on a page including block, modified block, AMS simplified on plain and letterhead paper.
B. Apply rules of mixed and open punctuation.
C. Demonstrate knowledge of special parts of letters such as subject line, attention line, carbon copy notations, dictation/typist initials, postscript, mailing notations, and company name in closing lines.
D. Type envelopes using the latest style recommended by postal officials and demonstrate proper placement of mailing notations such as attention lines and personal notations.
E. Type executive letters using executive size stationery.
F. Apply rules for second page heading styles.
G. Type tables which include exact centering, reading position, column headings, horizontal rulings, and source notes.
H. Type attractive business forms including purchase orders, credit memos, voucher checks, and invoices from information supplied.
I. Type interoffice memorandum with tables, headings, and correct margins using printed and unprinted forms.
J. Type personal data sheet, fill in application forms and follow-up letters.
K. Type at a minimum rate of 40 words per minute from straight copy for 5 minutes with 5 or fewer errors.

IV. CONTENT

LEVEL III--BUSINESS CORRESPONDENCE

A. Typing letter in basic styles
    1. Block style-open punctuation and mixed punctuation
    2. Modified block style, block paragraphs open punctuation
    3. Addressing envelopes
    4. Correcting copy by squeezing and expanding
B. Using simplified form of business correspondence
    1. Interoffice communication
        a. Interoffice memo on full sheet and half sheet
    2. AMS letter style
    3. Message/reply memo

C. Typing letter with special features
   1. Mailing notations/attention line
   2. Subject line/reply reference notation
   3. Company name in closing and envelope notation
   4. Second page heading
D. Typing administrative communication
   1. Composing memo
   2. Minutes of meetings
   3. Executive style letters
   4. Telegraphs and night letters
E. Measuring basic/production skills
   1. Review content of Level III

LEVEL IV--STATISTICAL COMMUNICATIONS

F. Tables with special features of tabulation
   1. Vertical and horizontal placement of tables
   2. Horizontal rulings and tab stops for columns of figures
   3. Single and double rulings
   4. Boxed tables
G. Business forms
   1. Purchase orders
   2. Bills of lading
   3. Invoices
   4. Statements
   5. Requisitions
   6. Statements of accounts
H. Technical and Statistical Reports
   1. Reports and outlines
   2. Manuscripts
   3. Footnotes
   4. Title pages
   5. Left bound manuscript
   6. Bibliography
   7. Reference citations
I. Employment communications
   1. Personal data sheet
   2. Applying for employment
   3. Appreciation and follow-up letter
J. Employment testing
   1. Business letters
   2. Memorandums
   3. Unbound reports
   4. Left bound reports
   5. Tables and invoices

TYPEWRITING III
Levels V and VI

I. COURSE DESCRIPTION

Typing III is designed to give the student advanced training in technical typing, composition and simulated jobs.

II. PREREQUISITES: Typing I and II

III. OBJECTIVE

The student should be able to:

A. Arrange an agenda attractively on a page.
B. Type a capital statement with correct spacing using leaders.
C. Apply knowledge of rough draft symbols in producing letters.
D. Demonstrate knowledge of legal format for wills, powers of attorney, and warranty deeds
E. Use correct format in typing formal and informal government letters.
F. Type at a minimum rate of 50 words per minute from straight copy for 5 minutes with 5 or fewer errors.

IV. CONTENT

LEVEL V--STAFF OFFICE SIMULATION

A. Typing in a sales office
    1. Purchase orders
    2. Invoices
    3. Memorandums
    4. Agendas
    5. Sales reports
    6. Tables
    7. Sales forecast report
    8. Form letters
    9. Composing various documents
B. Typing in a general office
    1. Spirit duplication
    2. Direct-copy duplication
    3. Interoffice memorandums
    4. Typing spirit masters
    5. Typing a stencil
    6. Index cards
    7. Composing various documents
    8. Form letters

C. Typing in an accounting office
    1. Quarterly sales report
    2. Annual financial report
    3. Auditors statement
    4. Balance sheet
    5. Income statement
    6. Statement of retained earnings
    7. Schedule of accounts and notes receivable
    8. Schedule of accounts and notes payable
    9. Schedule of landholdings
    10. Statement of changes in financial position
    11. Duplicating and binding of audit reports
    12. Typing folder labels
    13. Table with horizontal and vertical ruling and braced headings
    14. Stationery with rulings and braced headings
D. Typing in an executive office
    1. Blind carbon copy notation
    2. Blind photocopy notation
    3. Composing memorandums
    4. Two page letters
    5. Employment agreement
    6. Executive letters
    7. Three page report

LEVEL VI--SERVICE OFFICE SIMULATION

E. Legal
    1. Paper size
    2. Titles on legal documents
    3. Margins and spacing
    4. Page numbers
    5. Signature lines
    6. Correcting errors
    7. Proofreading
    8. Latin abbreviations
    9. Legal backs and endorsements
F. Warranty deeds
G. Bills of sale
H. Powers of attorney
I. Partnership agreements
J. Last will and testaments
K. Medical
    1. Medical reports
    2. Letters
    3. Memorandums
    4. Outline
    5. Consent form
    6. Medical history
    7. Radiology report
    8. Letters with medical terminology
    9. Clinical resume

L. Government
    1. Letters
        a. Informal government letters
            1. Stationery
            2. Style
            3. Margins
            4. Sender's reference
            5. Special mailing instructions
            6. Subject
            7. Address
            8. Attention line
            9. Body
            10. Succeeding pages
            11. Signature element
            12. Enclosures
            13. Material sent under separate cover
            14. Information not shown on original copy
            15. Distribution of copies
            16. Identification of office, writer and typist
        b. Formal government letters
            1. Stationery
            2. Style
            3. Margin
            4. Date
            5. Special mailing instructions
            6. Subject
            7. Address
        c. Informal and formal government letters
            1. Window envelope
            2. Two-page formal government letter with window envelope
M. Technical
    1. Margins
    2. Top margin headings
    3. Spacing
    4. Footnotes
    5. Left bound technical report
    6. Tables
    7. Rough-draft letters

TYPWRITING IV
Level VII-IX

I. COURSE DESCRIPTION

Typing IV is designed to sharpen and refresh the skills of a secretarial student in typing from rough draft and in the legal, medical, technical, and statistical fields.

Level VII is designed to give a secretarial student background in the field of legal typing as well as to sharpen and refresh the skills of the legal secretary. Legal typing offers a comprehensive program in four major fields of law: real estate and property transfer; litigation; wills, estates and guardianships; and partnerships and corporations.

Level VIII is designed to give a secretarial student background in the field of medical typing as well as to sharpen and refresh the skills of the medical secretary. Medical typing offers a comprehensive study of medical terminology and medical and office procedures.

Level IX is designed to give a secretarial student background in the field of technical typing as well as to sharpen and refresh skills. Technical typing offers a comprehensive program in accounting, government, marketing, transportation, publishing/advertising, educational, data processing, insurance and personnel.

II. PREREQUISITES: Typing I, II and III

III. OBJECTIVES:

Level VII--

A. To familiarize the student with legal terminology and procedures.
B. To enlarge the student's vocabulary and improve spelling.
C. To provide practice material for legal dictation and for legal typewriting.
D. To provide practice material for typing legal documents and legal correspondence.
E. To provide a variety of typing experiences in order that the student will learn how to handle and cope with the rapid transition from one type of legal document to another and from one field of law to another.
F. To establish typewriting response patterns through repetitive practice on legal formats.
G. To acquaint the student with legal format and the language of law and to familiarize the student with general typewriting and dictation rules in order that the student may feel at home the first day in the law office.
H. To refresh and sharpen the skills of the legal secretary whose legal education needs updating.

I. To develop employable levels of skills in legal typewriting and legal dictation with regard to speed and accuracy.
J. To acquaint the student with the many flexibilities of formats, styles, punctuations, spellings, and customs within the scope of legal protocol, in order that differences will not be a problem when the student begins work or when the secretary transfers to a new job.

Level VIII--

A. Be able to apply typing skill in performing such varied secretarial duties as typing letters and memos, completing insurance forms, and preparing patient case histories and other medical materials.
B. Have the opportunity to transcribe from rough draft copy or machine dictation provided by the doctor. Those who take shorthand may receive direct dictation to record and transcribe.
C. Have an understanding of general medical terminology and be able to use these words properly.
D. Know how to use a medical dictionary or a glossary of medical terms.
E. Be able to find and correct all errors in spelling, grammar and punctuation.
F. Demonstrate patience, tact and understanding.
G. Be expected to project the image of a professional medical secretary.
H. Be able to keep personal information confidential.
I. Organize work by following instructions, setting priorities, and making decisions about the way in which the work should be completed.
J. Be able to give accurate and careful attention to details as information is checked, matched, verified and recorded.

Level IX--

A. To familiarize the student with technical terminology and procedures.
B. To enlarge the student's vocabulary and improve spelling.
C. To provide practice material for technical dictation and for technical typewriting.
D. To provide practice material for typing technical documents and correspondence.
E. To provide a variety of typewriting experiences in order that the student learn how to handle and cope with the rapid transition from one type of technical document to another and from one field to another.
F. To estblish typewriting response patterns through repetitive practice on technical formats.
G. To refresh and sharpen the skills of the technical secretary.
H. To develop employable levels of skills in technical typewriting and dictation with regard to speed and accuracy.

I. To acquaint the student with the many flexibilities of formats, styles, punctuations, spellings and customs within the scope of technical protocol, in order that differences will not be a problem when the student begins work or when the secretary transfers to a new job.

J. Be able to find and correct all errors in spelling, grammar and punctuation from rough draft copy.

K. Type statistical copy from rough draft, giving accurate and careful attention to details as information is checked, matched and verified.

IV. CONTENT

LEVEL VII

A. Real estate and property transfer
   1. Vocabulary study
   2. Background information
      a. Land description
      b. Warranty deeds
      c. Quitclaim deeds
      d. Mortgages
      e. Bonds and promissory notes
      f. Lease agreement
      g. Timber lease
      h. Sublease agreement
      i. Contracts
      j. Legal correspondence

B. Litigation
   1. Vocabulary study
   2. Background information
      a. Legal correspondence
      b. Summons
      c. Complaint with verification (petition)
      d. Answer and counterclaim
      e. Interrogatories
      f. Deposition
      g. Notices and Motions
      h. Subpoena of witnesses
      i. The trial
      j. Orders, judgments, decrees

C. Wills, Estates, and guardianships
   1. Vocabulary Study
   2. Background information
      a. Wills
      b. Codicils
      c. Probate of Will
      d. Interstate papers and procedures
      e. Setting aside a portion of an estate
      f. Inventory and appraisement

g. Temporary letters of administration
h. Guardianship
i. Dismissions and citations
j. Legal correspondence

D. Partnerships and corporations
1. Vocabulary study
2. Background information
a. Partnerships
b. Limited partnerships
c. Joint partnerships
d. Corporations
e. Corporate procedures
f. Proxy and power of attorney
g. Corporate minutes
h. Corporate bylaws
i. Financial reports and statements
j. Legal correspondence

LEVEL VIII

A. Orientation
1. Skills and abilities
2. Career opportunities for medical secretaries
B. Impressions--prescription for success
C. Organization and procedures
1. Organization chart
2. Office procedures
a. Filing
b. Determining priorities of assignments
c. Opening a patient file
d. Appointment book
e. Daily list of appointments
f. Telephone messages
g. Telephone prescriptions
h. Pegboard accounting
1. Patient charge slip
2. Ledger sheet
3. Daily log
4. Guidelines for completing financial records
i. Checks
j. Blue Cross/Blue Shield Insurance
k. Medicare and Workmen's Compensation Insurance
l. Patient case histories
m. Discharge summaries
n. Letters
o. Envelopes
p. Two-letter state abbreviations
q. Interoffice memos

r. Speeches
s. Travel expense statements
t. Purchase orders
u. Proofreader's marks

D. Glossary of medical terminology

LEVEL IX

A. Banking communications
   1. A loan acceptance (letter)
   2. Loan rates and terms (report)
   3. Savings account (letter)
B. Accounting communications
   1. C.P.A. audit report (letter with report)
   2. Hiring an accounting secretary (letter)
   3. A statement of opinion (letter)
C. Government communications
   1. Government correspondence (letter)
   2. A civil service job (letter)
   3. Writing your congressman (letter)
D. Marketing communications
   1. An effective letter (letter)
   2. A sales meeting (memo)
   3. Preparing graphs (memo)
E. Transportation communications
   1. Freight handling (letter)
   2. Damage claims (report form)
   3. Tracing a shipment (memo)
F. Publishing/advertising
   1. Preparing a manuscript (manuscript)
   2. Product information (manuscript)
   3. News release (letter)
G. Educational communications
   1. A training schedule (memo)
   2. Entrance application (personal letter)
   3. Student orientation (manuscript)
H. Information processing
   1. Computer applications (manuscript)
   2. Computer programming training (letter)
   3. The future of word processing (letter)
I. Insurance communications
   1. Training new agents (letter)
   2. Insurance in banking (letter)
   3. Types and uses of life insurance (manuscript)
J. Personnel Problems
   1. The sick leave policy (memo)
   2. Safety at work (letter with minutes)
   3. Pay raise schedule (memo with tables)

VOCABULARY
Levels I-IV

I. COURSE DESCRIPTION

The vocabulary course is a study of the rules of spelling and guidelines for correct word usage. It includes experience in using various reference books, particularly the dictionary. Methods used include a study of textbook material, use of work assignments, use of supplementary exercises, and use of testing instruments. Specialized areas include legal, medical and technical.

II. PREREQUISITES: None

III. OBJECTIVES

Level I--
A. To recognize the dictionary as an indispensable tool of the office.
B. To locate quickly words in the dictionary.
C. To use the preferred spelling, correct syllabication, and correct pronunciation of words.
D. To select the best word from synonyms and antonyms in the dictionary.
E. To pronounce correctly unfamiliar words.
F. To locate geographical, historical and miscellaneous information as it pertains to the business office.

Level II--
A. To learn the vocabulary relative to the legal profession.
B. To use the legal dictionary and other legal reference books.
C. To become proficient in spelling and defining legal terms.

Level III--
A. To learn the vocabulary relative to the medical profession.
B. To use a medical dictionary intelligently.
C. To learn the correct spelling and pronunciation of medical and related terms.

Level IV--
A. To learn the correct spelling and pronunciation of technical terms.
B. To become proficient in spelling and defining technical terms.

IV. CONTENT

LEVEL I--GENERAL

A. Dictionary
   1. Spelling (hyphenation, capitalization)
   2. Pronunciation and syllabic division

3. Part of speech and etymology
4. Definition
5. Inflectional forms and derivatives
6. Synonyms and antonyms

B. Adding "s" suffix
C. Words ending in silent "e," "ie," and "y"
D. Nouns--plural forms
E. Nouns--possessive forms
F. Building related words with prefixes and suffixes
G. Troublesome word endings
H. Synonyms, homonyms and antonyms

LEVEL II--LEGAL VOCABULARY

LEVEL III--MEDICAL VOCABULARY

LEVEL IV--TECHNICAL VOCABULARY

WORD PROCESSING
Levels I and II

I. COURSE DESCRIPTION

Introduction to Word Processing is designed to provide the student with an understanding of why word processing came about, how paperwork flows throughout the word processing cycle, and what basic parts form the word processing system. Input/output methods, word processing applications, procedures in efficiency and career opportunities are highlighted.

II. PREREQUISITES: Typing I and II

III. OBJECTIVES

The student should:

A. Understand basic word processing concepts, terminology and changes that are occurring in the traditional secretarial positions.
B. Understand the advantages word processing offers to companies of various sizes.
C. Develop verbal and written communications skills.
D. Realize good work habits and attitudes.
E. Acquire an understanding of career opportunities in word processing.

IV. CONTENT

LEVEL I--BACKGROUND AND BASIC FEATURES

A. The origin of word processing
B. Word processing as a system
C. Standardization and procedures
D. Work environment
E. Career opportunities

LEVEL II--TECHNICAL FEATURES

F. Input
G. Output
E. Applications

SUGGESTED TEXTS

ACCOUNTING

College Accounting, Carson and Carlson, South-Western Publishing Co.

Accounting: Principles and Applications, Horace Brock, Charles Palmer, and Fred Archer, Gregg/McGraw-Hill

Accounting: Principles and Practices, Module 1, The Accounting Cycle, Neely and Imke, South-Western Publishing Co.

Accounting: Principles and Practices, Module 2, Accounting Controls and Systems, Neely and Imke, South-Western Publishing Co.

Accounting: Principles and Practices, Module 3, Accounting for Partnerships and Corporate Cost Accounting, Neely and Imke, South-Western Publishing Co.

Theory and Problems of Bookkeeping and Accounting, Lerner, Schaum's Outline Series, Gregg/McGraw-Hill

BUSINESS CORRESPONDENCE

Basic Letters and Memo Writing, Susie Van Huss, South-Western Publishing Co.

Business Correspondence/30, Rosemary Fruehling and Sharon Bouchard, Gregg/McGraw-Hill

Business English and Communication, Stewart, Lanham, Zimmer, Clark, Stead, Gregg/McGraw-Hill

College English and Communication, Marie Stewart, Frank Lanham and Kenneth Zimmer, Gregg/McGraw-Hill

Effective Correspondence through the Tri Ask Technique, Virginia Lee Hallock, P.A.R. Incorporated

Practical Correspondence for Colleges, Robertson and Perkins, South-Western Publishing Co.

BUSINESS ENGLISH

Basic English Review, Schachter and Clark, South-Western Publishing Co.

Business English, Jeanne Reed, Gregg/McGraw-Hill

Business English, Sheff and Slocum, Bobbs-Merrill Publishing Co.

Business English and Communication, Stewart, Lanham, Zimmer, Clark, Stead, Gregg/McGraw-Hill

College English and Communication, Stewart, Lanham and Zimmer, Gregg/McGraw-Hill

Effective English for Colleges, Burtness and Aurner, South-Western Publishing Co.

English the Easy Way, Schachter and Clark, South-Western Publishing Co.

English for Modern Business, Keith and Thompson, Irwin Publishing Co.

Getting Results with English, Marie Roze, Houghton Mifflin Co.

BUSINESS LAW

Applied Business Law, Fisk and Snapp, South-Western Publishing Co.

Business Law, Anderson and Kumpf, South-Western Publishing Co.

Business and the Law, Rosenberg and Ott, Gregg/McGraw-Hill

Business Law/30, Rosenberg and Bonnice, Gregg/McGraw-Hill

College Law for Business, Ashcroft and Ashcroft, South-Western Publishing Co.

It's the Law, Ashcroft and Ashcroft, South-Western Publishing Co.

BUSINESS MACHINES

Business Machines Practice Set, Albertson, Gregg/McGraw-Hill

Card-Punch Machine Operation, Book 1 (1968 Ed.) and Book 2 (1973 Ed.), Paul Pactor and George Kargilis, Gregg/McGraw-Hill

Electronic and Mechanical Printing Calculator Course, Pasewark, South-Western Publishing Co.

How to Use Adding and Calculating Machines, Walker, Roach and Hanna, Gregg/McGraw-Hill

Keypunch Training Course, Bux, South-Western Publishing Co.

BUSINESS MACHINES (Continued)

Machine Office Practice, Cornelia and Agnew, South-Western Publishing Co.

Office Machines Course, Cornelia and Pasewark, South-Western Publishing Co.

Ten-Key Adding-Listing Machine Course, Pasewark and Cornelia, South-Western Publishing Co.

Today's Basic Business Mathematics Through Electronics, Monroe, The Calculator Company

BUSINESS MATHEMATICS

Business Mathematics for Colleges, Rice, Mayne and Deitz, South-Western Publishing Co.

Programmed Business Mathematics, Harry Huffman, Gregg/McGraw-Hill

Vocational Mathematics for Business, Martinka, South-Western Publishing Co.

Today's Basic Mathematics through Electronics--2800 Series, Monroe, The Calculator Company

Principles of Business Mathematics Using the Electronic Calculator, 1st Ed., Huffman and Fiber, Gregg/McGraw-Hill

CIVIL SERVICE TRAINING

Basic Civil Service Training, Fisher and Kilchenstein, South-Western Publishing Co.

Civil Service Tests for Typists, Mulkerne and Andrews, Gregg/McGraw-Hill

Intensive Clerical and Civil Service Training, Fisher and Kilchenstein, South-Western Publishing Co.

CLERICAL PAYROLL

Clerical Payroll Procedures, Fuller, South-Western Publishing Co.

Payroll Recordkeeping, Hadley and Thistlewaite, Gregg/McGraw-Hill

INCOME TAX PROCEDURES

Income Tax Procedure, Annual, Bower and Langenderfer, South-Western Publishing Co.

Understanding Taxes, Annual, I.R.S.

Federal Tax Guide, Prentice-Hall, (comprehensive paperback book revised annually)

US Master Tax Guide, Annual, Commerce Clearing House, Inc.

INTRODUCTION TO BUSINESS

Business: Its Nature and Environment, Glos, Steade and Lowry, South-Western Publishing Co.

Business Principles and Management, Everard and Shilt, South-Western Publishing Co.

INTRODUCTION TO COMPUTER ACCOUNTING

Accounting System Manual (for DIGITAL WT/78), Digital Equipment Corporation

Clerical Payroll Procedures, Fuller, South-Western Publishing Co., (solution key to workbook exercises completed on the word processor, Vocational Curriculum Development and Research Center)

Boyd's Clothiers Practice Set, South-Western Publishing Co.

INTRODUCTION TO INFORMATION PROCESSING

Introduction to Automated Data Processing, Wanout, Wanous and Wagner, South-Western Publishing Co.

Introduction to Information Processing, Mid-America Vocational Curriculum Consortium

Introduction to Information Processing, SRA

MACHINE TRANSCRIPTION

Dictaphone Secretarial Practice Course, Bolt, Beranek and Newman, Inc.

Machine Transcription, Lanier Business Products

Machine Transcription for Word Processing, Pasewark, South-Western Publishing Co.

OFFICE PROCEDURES

A La Carte, Ruey, Gregg/McGraw-Hill

All Points Relocation Service, Twing, Gregg/McGraw-Hill

The Clerk-Typist—Indio Paper Co., Inc., Shinn, South-Western Publishing Co.

Executive Secretarial Procedures, Place, Byers, Uthe, Gregg/McGraw-Hill

The Executive Secretary—McMilland and Montoya Advertising Agency, McIntosh and Welter, South-Western Publishing Co.

General Office Procedures for Colleges, Fulton, Woodward and Newhouse, South-Western Publishing Co.

Office Procedures, Moon, Milady Publishing Co.

The Receptionist, Wood and McKenna, Gregg/McGraw-Hill

The Receptionist, People's Trust of Little Rock, Butler and Smith, South-Western Publishing Co.

Secretarial Office Procedures, Lee, Brower, Gregg/McGraw-Hill

Secretarial Office Procedures for Colleges, Fulton, Woodward and Newhouse, South-Western Publishing Co.

Secretarial Procedures and Administration, Hanna, Popham, Tilton, South-Western Publishing Co.

The Secretary: Executive Offices of America, McIntosh and Welter, South-Western Publishing Co.

Serendipity, Inc., Warren and Radcliff, South-Western Publishing Co.

Typewriting Office Practice for Colleges, Bell, South-Western Publishing Co.

PAYROLL ACCOUNTING

Payroll Accounting, Annual, Keeling and Bieg, South-Western Publishing Co.

Payroll Systems and Procedures, Wigge and Wood, Gregg/McGraw-Hill

Accounting System Manual (for DIGITAL WT/78), Digital Equipment Corporation

Clerical Payroll Procedures, Fuller, South-Western Publishing Co., (solution key to workbook exercises completed on the word processor, Vocational Curriculum Development and Research Center)

PERSONAL DEVELOPMENT

Call Me Mister, James, Milady Publishing Corp.

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